

Washington County

Job Description



Title:	Enterprise Center Supervisor	Code:	
Division:	Administration	Effective Date:	01/12
Department:	Council On Aging	Last Revised:	
Career Serv:	No	FLSA:	Yes

GENERAL PURPOSE

Performs a variety of **general administrative and first-line supervisory duties** related to planning and managing the day-to-day operations of a senior citizen center including recreational functions and food services.

SUPERVISION RECEIVED

Works under the general supervision of the COA Director.

SUPERVISION EXERCISED

Provides broad supervision to the food service contract; general supervision to meals on wheels, custodial, transportation and volunteers.

ESSENTIAL FUNCTIONS

Coordinates the daily operations of a senior citizen center; schedules various functions to promote senior citizen activity; monitors use of facilities to maximize availability; organizes and schedules volunteer personnel; assumes full responsibility for facility management.

Monitors general needs of senior citizen patrons; refers individuals to various help agencies as required, such as home health, family life services, legal services, mental health, etc.

Collects and performs computer data entry related to State, Federal, and other funding programs; prepares and submits monthly and quarterly reports to appropriate agencies as directed.

Maintains record of services rendered and ridership files and related documentation for transportation program; prepares report in order to receive reimbursements; maintains and updates client usage records; maintains records and monthly billings for fuel users; records and deposits money received into proper accounts.

Attends board meetings and local advisory meetings (non-voting member); delivers report on center activities and services; apprises board members of center needs; cooperates with nutrition managers, advisory personnel and board members as needed to implement change and upgrade center activities and programs.

Participates in the recruitment, selection, orientation, training of subordinate personnel and volunteers; orients volunteers to duties; documents time worked and submits record for payroll calculations.

Reviews and evaluates employee performance; establishes performance standards and goals; makes recommendations related to employee recognition, career development, advancement, retention, dismissal and discipline.

Assists in the general organization and delivery of daily meals (on and off site); greets, checks names, counts and deposits money, makes announcements, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or GED;

AND

B. Two (2) years of experience in gerontology and food services; One (1) year supervisory experience.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge Skills and Abilities:

Working knowledge of federal funding guidelines and reporting requirements (SAMS); general business management and facilities operations; time management and scheduling; English grammar, spelling and general writing techniques; telephone etiquette; operate personal computer and various software applications for word processing and spread sheet information; access email and effectively function in a computerized communications environment; various types of kitchen equipment and their uses; **some knowledge of** record-keeping systems and procedures; basic budget development and management; principles of supervision; interpersonal communication skills; some knowledge of local government processes and functions; safety standards, sanitation standards, and gerontology;

Ability to exercise initiative and independent judgment and to react resourcefully under varying conditions; organize and maintain time schedules; supervise and evaluate performance; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees, other agencies and the public; demonstrate efficiency in food commodities management.

3. Special Qualifications:

Must possess a valid Utah Driver's License.

Must obtain a Utah State Food Handlers Permit within 6 months of employment.

Must submit to and pass a criminal background check.

Must take and pass a pre-employment drug test.

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and some creative problem-solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.